

**NEVADA OFFICE OF MINORITY HEALTH
ADVISORY COMMITTEE MINUTES**

March 4th, 2008

10:30 a.m.

**Department of Health and Human Services
Office of Minority Health
8050 S. Maryland Parkway #100
Las Vegas, NV 89123-0855**

COMMITTEE MEMBERS PRESENT:

Debra Toney, Ph.D., Chairperson
Maggie Arias-Petrel, Vice-Co-Chair
Larry Curley, Vice-Co-Chair
Gerold Dermid
Sherria Taylor
Elena Brady (via Videoconference)
William Dougan, M.D.
Somphool Premsrirut, M.D.
Emilia Guenechea, MA

COMMITTEE MEMBERS NOT PRESENT:

OFFICE OF MINORITY HEALTH STAFF PRESENT:

Dr. June Coleman, Program Manager
Mae E. Norris, Health Resource Analyst
Ms. Irene Jimenez-Muir, Administrative Assistant

OTHER ATTENDEES:

Ms. Maria Marinch
Ms. Joyce Woodson

1. Call to order and Roll Call

Dr. Debra Toney opened the meeting at 10.36 a.m. and welcomed everyone to the Advisory Committee meeting.

Roll call was conducted by Mae Norris. Quorum was established by the Chair Dr. Toney.

2. Approval of minutes from the meetings of October 24, 2007 and February 8 and 9, 2008

Meeting minutes to be approved Oct 24, 2007.

Dr. Toney called for a motion to approve meeting minutes for Oct 24, 2007 as corrected. Minor changes such as typos and professional titles were stated as corrections.

MOTION: Dr. Dougan made a motion to approve as corrected Meeting Minutes dated Oct 24, 2007

SECOND: Sherria Taylor

PASSED: UNANIMOUSLY

Meeting minutes to be approved Feb 8 & 9, 2008

Dr. Toney called for a motion to approve meeting minutes for Feb 8 & 9, 2008 as corrected. Minor changes such as typos and professional titles were stated as corrections.

MOTION: Mr. Curley made a motion to approve as corrected Meeting Minutes dated Feb 8 & 9, 2008

SECOND: Maggie Petrel

PASSED: UNANIMOUSLY

3. Review of Updated Culturally and Linguistically Appropriate Services (CLAS) Standards draft Press Release

Motion to Defer Item#3 to next meeting

Mr. Dermid commented on Press Release and format. He will assist OMH in developing new draft.

MOTION: Mr. Curley made a motion to Defer Item#3 to next meeting and to have Mr. Dermid revise draft CLAS press release

SECOND: Sherria Taylor

PASSED: UNANIMOUSLY

4. Amendment to By-Laws: Non-participation/dismissal of Advisory Committee Member

Motion to Defer Item#4 to next meeting

Mr. Curley suggested that OMH staff create language and verify through Attorney General's Office and develop a draft amendment to present to Advisory Committee at next meeting.

MOTION: Mr. Curley made a motion to Defer Item#4 to next meeting

SECOND: Gerold Dermid

PASSED: UNANIMOUSLY

5. Recommendations for Strategic Plan Development

Dr. Toney introduced Maria Marinch, as the STRATEGIC PLANNING FACILITATOR. Maria provided a brief introduction of her experience and background. She then provided a handout and gave an overview of the format of how the Strategic Planning Session would proceed by forming workgroups to focus on the action areas. An exercise was conducted to bring everyone together and focused on the tasks at hand and to ensure understanding of other worksheets and homework that will be assigned. Maria stated she would work with everyone via e-mail to guide the Advisory Committee and answer any questions.

11:35 a.m. – Maggie Petrel excused. Quorum maintained.

Ms. Marinch noted that each work group will be responsible for:

- Establishing which goals match the specific action area (goals (a) (b) (f) are related to Research)
- Assessing each action item under their respective assigned action area
- Eliminating, adding or modifying as needed
- Prioritizing the action items
- Generating activities tied to each action item, using the strategic actions form
- Establishing timelines, measurements and resources required for each activity within each action item for the 7 or 8 action areas.

Dr. Toney called for recess at 12:18 pm. The meeting was called to order by Dr. Toney and resumed at 12:33 pm.

Ms. Marinch continued the session with discussion regarding the work groups. Groups will submit their work via e-mail to Dr. Coleman by Friday, April 4, 2008. Language Sources will then process all the information and include it in the strategic plan draft. The draft will be presented to the board prior to the June 2008 meeting. At this meeting, modifications will be made to the plan and the board will conduct an exercise to build sustainability and feasibility into the plan. The session continued with additional brainstorming to focus the group on laying down the basics for the development of a Strategic Plan.

The workgroups and members are:

1. **Research:** June Coleman, Gerold Dermid and Emilia Guenechea
2. **Government Affairs:** Larry Curley, June Coleman and Elena Brady
3. **Outreach:** Larry Curley, June Coleman and Emilia Guenechea
4. **Monitoring:** Maggie Petrel, June Coleman, Sherria Taylor and Elena Brady
5. **Training:** Mae Norris, Sherria Taylor, Dr. Dougan and Elena Brady
6. **Coalition Building:** Emilia Guenechea, Dr. Toney, June Coleman, Dr. Dougan and Gerold Dermid
7. **Communications:** Maggie Petrel, Gerold Dermid and Mae Norris

*** Potential 8th action area or plan section - Infrastructure: June Coleman, Maggie Petrel, Dr. Dougan, Sherria Taylor and Mae Norris**

Motion to Continue Strategic Planning and adopt all principles and assignments with time frames to next meeting.

Recommendations in relation to Item #5, continue Strategic Planning process and adopt all principles and assignments with time frames, and such be made clear and disseminated to Advisory Committee.

MOTION: Mr. Curley made a motion to Continue Strategic Planning process at next meeting

SECOND: Gerold Dermid

PASSED: UNANIMOUSLY

6. Public Comment

Dr. June Coleman advised that roles and responsibilities of the Advisory Committee are laid out on the NRS as well as on the By-Laws.

Mr. Dermid also stated that any change on the Advisory Committee, such as changing committee to “Commission” would require that to go before state legislature.

Dr. June Coleman made the Advisory Committee aware of OMH’s involvement in “Unnatural Causes”. She presented group with a sample screening tool kit and information. Mr. Dermid added that Washoe County has this in place already.

Dr. June Coleman also distributed information on “Why Place Matters on Social Determinants of Health. The purpose of this information is to focus on how we (Nevada) create healthier communities. Mr. Dermid stated that in northern Nevada they hold Truckee Meadows Tomorrows and Quality of life indicators; which would assist in that effort.

Dr. Toney confirmed next scheduled meeting for June 3, 2008. Dr. Toney re-iterated times for meetings should be considered carefully, therefore asked people to attend and be on time. Larry Curley stated that he felt there was a lot of important information being discussed and worked on. He would like more adequate time to review. Dr. Toney concluded by asking everyone to be prepared for the meetings.

Dr. Toney called for to adjourn meeting @ 1:21pm.